

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**MAINTENANCE AND OPERATIONS TECHNICIAN**

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**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Maintenance and Operations Technician is the second and semi-skilled level in a five level Maintenance and Operations series. Incumbents are responsible for performing routine maintenance activities associated with buildings, grounds, and equipment operations and, depending on area of assignment, may include: serving as lead worker to community service workers, volunteers and part-time personnel; operating light equipment such as utility vehicles, mowers, and/or maintaining pools.

Distinguishing characteristics within the class, depending upon specialized area of assignment are responsibility for performing property maintenance, parks maintenance, and/or laborer work.

The Maintenance and Operations Technician is distinguished from the Maintenance and Operations Assistant by its responsibility for performing semi-skilled activities in buildings, grounds, and/or equipment maintenance and operations. The Maintenance and Operations Technician is distinguished from the Senior Maintenance and Operations Technician, which is responsible for performing semi-skilled through skilled buildings, grounds, and equipment maintenance and operations activities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

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|----|---|-------------------|
| 1. | May provide direction to a small crew on an assigned project.   | Varies<br>0 – 10% |
| 2. | Performs semi-skilled equipment, building, and/or grounds maintenance and repair activities which, depending on area of assignment, may include: assisting with setting up and finishing minor concrete work; performing minor carpentry; repairing plumbing systems; assisting with installing and repairing irrigation systems; maintaining landscaped areas; assembling modular office furniture; performing manual labor activities requiring the operation of light equipment; or performing other related activities. | Daily<br>30%      |
| 3. | Operates and maintains a variety of equipment, which includes performing routine preventive maintenance and repairs.  | Daily<br>15%      |
| 4. | Installs, replaces, and maintains a variety of structures and/or equipment, which may include: changing light bulbs; checking support and safety equipment; installing or removing shelters; and performing other related items.  | Daily<br>10%      |

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5.	Performs manual labor activities which, depending on area of assignment, may include: gathering materials and equipment; removing graffiti; moving furniture and equipment; collecting and disposing of trash; and performing other related activities.	Daily 10%
6.	Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, miles driven, fuel and oil used, and/or other related information.	Daily 10%
7.	Monitors available inventory and notifies appropriate individual(s) when stock levels reach specified levels.	Weekly 10%
8.	Sets up traffic control for median islands and special events;	As Required
9..	Performs other duties of a similar nature or level.	As Required

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Parks Maintenance may be responsible for:

- Assisting with maintaining, installing, and repairing automatic irrigation systems;
- Mixing and applying chemicals in order to eliminate weeds and pests;
- Installing and maintaining lawns, trees, and shrubs;
- Maintaining and repairing swimming pools.

Positions assigned to Property Maintenance may be responsible for:

- Setting up rooms for special events or office moves;
- Repairing and troubleshooting problems with security gates;
- Installing and repairing small appliances;
- Performing mechanical repairs to pump systems;
- Installing and repairing doors, including overhead doors, and floors;
- Performs masonry work;
- Maintaining and repairing air handling equipment;
- Fabricating woods and metals.

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#### **Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and two years related maintenance experience is required;  
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Basic Class C license.

Some positions, based on assignment, may require:

- Basic Class A or B license, with related endorsements.
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.
- An extensive background investigation.

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Inventory management principles and practices
- Basic equipment, building, or grounds maintenance practices
- Safe work practices and procedures

#### **Skills** (position requirements at entry):

Skill in:

- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Preparing, analyzing, and maintaining operational records
- Performing vehicle and/or equipment maintenance and repairs in assigned area of responsibility
- Performing manual labor under different conditions
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

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#### **Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson and Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008